

## Office of Training and Professional Development



### INSTRUCTOR-LED CLASSES

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#### WorkSmart/Application Courses

Welcome to ExecuTrain's desktop applications training and WorkSmart Program. We offer training in many areas on a single enrollment basis or through our very popular program, WorkSmart. The WorkSmart Program allows a company or organization to have unlimited access to our classes each month as well as unlimited help-desk support for help while at work. ExecuTrain also assists WorkSmart participants in person with critical work projects upon request. There truly isn't a better way for an organization to work brilliantly with their computers. The increase in productivity trumps the price of the program with ease:

All passes have been issued. If you would like to be placed on a waiting list or for more information, please e-mail your name and telephone number to the [Learning Pass Program Coordinator](#) (e-mails only). Due to the location of this training, this program is open to employees located within a day's driving distance of Sacramento Headquarters. The OTPD is not responsible for any travel or parking costs.

[Access 101](#)

[Access 102](#)

[Access 103](#)

[Acrobat 101](#)

[Acrobat 102](#)

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